

# APPLICATION FOR APPOINTMENT AS NOTARY PUBLIC

Form # A-1 (Rev. 10/03)

Notary Public Unit

Office of the Secretary of the State

State of Connecticut

30 Trinity Street

Hartford, Connecticut 06106

FOR OFFICE USE ONLY

Trans. # \_\_\_\_\_

Acct. # \_\_\_\_\_

Date of Appt. \_\_\_\_\_

**\*\*DO NOT USE THIS APPLICATION TO RENEW\*\***

## PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING APPLICATION

- The entire 6 page application must be filled out legibly in ink in your own handwriting. All of the questions must be answered completely. **Incomplete and photocopied applications will be returned.**
- An applicant must be 18 years of age or older and a resident of, or have a principal place of business in Connecticut.
- The **Certificate of Character** on page 2 must be filled out completely and signed by a public official or a reputable business or professional person who must be unrelated to you and has personally known you for at least one year.
- The **Jurat** on page 6 must be completed and sworn to before a notary public or other appropriate official.

**Return completed application to the Office of the Secretary of the State, at the above address, with a check or money order made payable to the "Secretary of the State" in the amount of \$60.00 (non-refundable statutory appointment fee for a 5 year term).**

1. Print name in full \_\_\_\_\_  
first middle last

1a. Print exact name you will use as a notary public. (This is your name as it will appear on your certificate and the way you must sign when performing notarial acts.)

2. Present resident address \_\_\_\_\_  
no. street town state zip code

☐ Mailing address, only if mail delivery is not available to resident address \_\_\_\_\_

List prior resident addresses for last three years:

Street

City or Town

State

Zip Code

3. Give name and address of your principal place of business in Connecticut, or the concern with which you are connected and in what capacity.

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

Business phone: \_\_\_\_\_

4. What is your occupation? \_\_\_\_\_

5. Date of birth \_\_\_\_\_ 6. Town & State of birth \_\_\_\_\_
7. Highest degree awarded and school attended \_\_\_\_\_
- \_\_\_\_\_
8. For what purpose do you expect most frequently to use a notary public appointment?
- \_\_\_\_\_
- \_\_\_\_\_
9. Have you ever been convicted of a felony or misdemeanor? If yes, please provide date, charge, town, court and terms of sentence. Do not list parking tickets.
- ☐ Yes ☐ No \_\_\_\_\_
- \_\_\_\_\_
10. Have you ever been a notary public in Connecticut? If yes, indicate under what name, date of appointment and account number.
- ☐ Yes ☐ No \_\_\_\_\_
- \_\_\_\_\_
11. Have you at any time been refused a notarial commission, or had a notarial commission revoked. If yes, please provide the state, reason and date.
- ☐ Yes ☐ No \_\_\_\_\_

### CERTIFICATE OF CHARACTER

I, \_\_\_\_\_ of \_\_\_\_\_  
(town & state)

occupation \_\_\_\_\_ hereby certify that I have

known \_\_\_\_\_, the above named applicant, for the past \_\_\_\_\_ year(s) and

know him/her to be a person of good moral character, and that the applicant is, in my opinion, a suitable person to

receive the appointment of Notary Public.

Date \_\_\_\_\_ Signature \_\_\_\_\_

# NOTARY PUBLIC EXAMINATION

This examination is divided into four sections and must be completed in the applicant's own handwriting. Each question of each section must be answered correctly before an applicant will be appointed a notary public. The answers to all questions will be found in the Notary Public Manual. The staff of the Office of the Secretary of the State will not assist you in the completion of this examination because it is a test of your basic understanding of the duties and responsibilities of the notary public in the State of Connecticut.

**Section 1** - Place an X in the box corresponding to either true or false for each of the following statements:

True    False

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. A Connecticut notary may perform notarial acts anywhere in the United States.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. A notary's embossing seal is not required by Connecticut state law.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. A notary may not advise persons regarding questions of law.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. If a notary's employer pays the fee for that notary's appointment, the notary's stamp and seal are the property of the employer.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. In taking an acknowledgement, it is sufficient for a notary to require only one form of identification from an individual if that form of identification contains a photo. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. A notary may use a rubber stamp as a substitute for his signature.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. A resident notary must record his/her oath of office with the town clerk in the town in which he/she resides.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. A notary should not perform notarial acts in connection with documents that are in the custody and control of a public record keeper.                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. When completing a notarial certificate, a notary public must indicate the expiration date of his/her commission.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. A Connecticut Notary Public must resign if he/she ceases to be a resident and no longer has a principal place of business in Connecticut.                                 |

**Section 2** - Circle one letter of the phrase that most accurately answers the following questions:

1. A notary public's commission can be revoked or denied for which of the following?
  - a. official notary misconduct.
  - b. any grounds for which an application for appointment as a notary may be denied.
  - c. any violation of any provision of the general statutes
  - d. all of the above.
  
2. Which of the following is not a requirement when taking an acknowledgment?
  - a. the signer must personally appear before the notary.
  - b. the signer must swear to the truthfulness of the statements contained in the document.
  - c. the signer must acknowledge that he/she signed the instrument.
  - d. the signer must state that it is his/her free act and deed.

3. What official is authorized by law to appoint notaries public?
  - a. the Town Clerk of the town in which the notary resides.
  - b. the Governor.
  - c. the Secretary of the State.
  - d. all of the above.
  
4. Which of the following best describes an affidavit?
  - a. any written or printed statement of fact.
  - b. a written or printed statement of fact that is signed in the presence of two witnesses.
  - c. a written or printed statement of facts made voluntarily and confirmed by an oath made before an officer having authority to administer such oath.
  - d. any statement of fact made under oath.
  
5. What must a notary do to resign his/her commission?
  - a. advise the secretary of the state's office in writing of his/her intention to resign and the effective date of that resignation.
  - b. advise the secretary of the state's office by telephone of his/her intention to resign and the effective date of that resignation.
  - c. publish a legal notice in a local newspaper.
  - d. mail his/her notary certificate back to the secretary of the state's office.

**Section 3** - In the space before the terms listed below, write the number of the phrase that most accurately defines that term:

_____ Oath	_____ Notarial Act	_____ Acknowledgement
_____ Notary Public	_____ Notarial Certificate	

1. Any act that a notary is empowered to perform under the general statutes.
2. A notarial act in which a notary public certifies that a signatory, whose identity is personally known to the notary public or proven on the basis of a satisfactory evidence, has admitted, in the notary public's presence, to having voluntarily signed a document for its stated purpose.
3. Any person appointed by the Secretary of the State to perform notarial acts.
4. The part of, or attachment to, a notarized document to be completed and signed by the notary public.
5. A notarial act, or a part thereof, in which a notary public certifies that a person has made a vow in the presence of the notary public on penalty of perjury.

**Section 4** - Please respond to the following on the paper provided.

1. Write out the complete form of acknowledgment for either an individual or a corporation.
2. Write out the form that a notary public would complete, when a sworn statement (affidavit) is made.
3. Write out the oath administered to a notary public.
4. Describe the ceremony of administering an oath.

Question 1. \_\_\_\_\_

Question 2. \_\_\_\_\_

Question 3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Question 4. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **JURAT**

I affirm, under penalty of false statement, that my statements and answers to all questions in this application and examination are true and complete; that I have read the Connecticut notary laws and manual provided with this application; and, I will faithfully perform my duties as a Notary Public to the best of my ability and in accordance with Connecticut's notary public laws.

Signature of Applicant \_\_\_\_\_

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public; Justice of Peace; Town Clerk;  
Commissioner of the Superior Court; Commissioner of  
Deeds (or and other official empowered to administer  
oaths by section 1-24 of the Conn. General Statutes.)

My Commission Expires \_\_\_\_\_  
(If Notary Public)